

Asbury Child Enrichment Center Fall / Winter 2019 Consignment Sale

Dear Participant:

It is time for our Fall /Winter sale which will be held on Wednesday, October 2nd through Saturday, October 5th. We will be located at the Greene County Fairgrounds on 123 Fairgrounds Circle in the two commercial buildings. **We will accept appropriately seasoned items by appointment on Saturday, September 28th (12:00 pm to 7:00 pm) and Sunday, September 29th (12:00 pm – 7:00 pm) and Monday, September 30th (8:00 am – 4:00 pm).** Monday's drop off this time is different for the fall sale. Instead of being from 8 am to 7 pm on Monday, we are only taking items from 8 am to 4 pm. There are more drop off times on Saturday and Sunday to still allow our consignors plenty of time to drop off. **Also pick up of your unsold items is on Sunday, October 6th from 4:00 pm to 6:00 pm. This is a fall /winter so please no spring and summer clothes.** Also please go through your items before you bring them and make sure the barcodes are not faded. If they are faded, please order more and replace them. Please make sure all of your clothes have the hangers going in the right direction like a question mark (?). Remember to bring only your best items for the sale! This will result in higher sales for you. At drop off, we will be going through the clothes to make sure the clothes that are torn, missing buttons, have faulty zippers, stained, smoky or musty smelling do not make it in the sale.

Registration: www.asburylife.org click on ACEC

- Past consignors will register on our website as returning consignors.
- To register as a returning consignor go to ACEC and click on "Consignment Sale" and click on "Returning Consignors". Then you can click on "ACEC Consignor Homepage" and this will allow you to order barcodes, sign up for work shifts and drop off times.
- New consignors will need to go to ACEC and click on "Consignment Sale" and click on "New Consignors" and fill out your information and you will be a consignor number. Then you need to go back to "Consignor Homepage" and log in so that you can order barcodes, sign up for work shifts and drop off times.

Barcode Ordering:

- Any labels left over from previous sales can be used for the current sale (as long as they are not faded).
- Barcodes are free to the consignors. Minimum price on the barcodes is \$1.00. You can go up in \$.50 increments.
- Put your price in (ex. 1.00) with no dollar sign. Then put in the number of labels (ex. 10). Choose if you want your barcode to allow discount or not. If you click yes, any unsold items will be ½ on Friday and Saturday. If you click no, they will sale at full price on those two days.
- When done with that price and amount click on "Submit Barcode". A running total of the different barcodes that you ordered will show at the bottom of the screen. When you are done with your order, click on "Submit Barcode Order."
- Your labels will be printed at ACEC. **You will receive an email when your barcodes are ready to be picked up.**
- Barcodes can be picked up Monday through Friday at ACEC between 8:30 am and 5:30 pm.
- Friday, October 4th and Saturday, October 5th are ½ price days on everything unless it says "no disc" on the barcode. If you **DO NOT** want an item sold at half price on these two days, please order the bar code labels coded for "no discount". **DO NOT** manually write on the tag "no discount".
- Use only one barcode per index card.
- Make sure the barcode is on an index card. **Do not put barcodes on the merchandise.**

Items Accepted for the Fall / Winter Sale:

- **Fall and winter** clothing, sizes infants through girl's junior and boy (size 20)
- No short sleeve shirts unless they are basketball or football shirts
- No short sleeve shirts unless they are decorated with fall, Halloween, winter or Christmas)
- **Fall and winter** maternity clothes
- Dance and imaginative play outfits
- Halloween costumes
- Children's accessories such as hair bows, back packs, lunch boxes, and purses.
- Children's videos, games, books and puzzles.
- **Seasonal** shoes and only in good condition.
- Children's toys, bikes, scooters, etc.
- Out of season items will not be racked. If items are out of season they will go to charity.
- **Please make sure your items are smoke free.** You will receive a phone call on the day of drop off if they smell of smoke. You may bring them back on Monday if they have been washed.
- **All items should be clean, in good condition,** and properly hung on hangers.

Tips for Tagging and Procedures:

- Use 3x5 index cards. See tagging guide on our website.
- Use good descriptions of items in the middle of the index card. If the tag and item get separated we need to match it. The better the description the better we can match it to lost items.
- **Put size on left top corner and gender in right top corner of the card. Please use the number size and not S, M, or L.**
- If you use bags to put items in such as bibs, blankets, shoes, bulk pants or onesies, please tape your card to the inside of the bag. Tape the bag shut so that they items do not get separated.
- Attach card to clothes with safety pin or with tape if it's a hard surface. Please no straight pins.
- **Do not use the tiny pins or pins that are labeled "basting pins" because they are not sturdy enough.**
- If you are using plastic ties and hole punching the index card to attach the tie, please put a piece of tape on the index card before you whole punch it. By putting the tape on the index card before you hole punch it, that will make it more secure.
- Make sure your clothes hangers are facing left. It should look like a question mark.
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- Please do not fold clothing over hangers. Use safety pins to attach them to hangers. See hanging guide.
- Toys and equipment with multiple parts should have all parts in sealed bags and secured to item with tape. Puzzles should be wrapped in plastic and taped on back so pieces do not fall out.
- Items that have no barcode with the index card **will not** be sold. Check your tags before drop off.
- **Please make sure that CD/DVDs cases all have the correct item in them. Tape container shut so that the item does not come out.**
- Half price days are on Friday and Saturday. If you **do not** want it sold at half price you will need to select "no discount" when you order barcodes.
- Group your clothing by size and gender. Then place the various sizes alternately facing opposite directions. If items are not separated by size AND gender, they will be racked last.
- In previous sales we noticed that barcodes have been removed or came off. A simple solution to this is to use a piece of clear packing tape and put it over the barcode **only**. See tagging guide on the website for picture.
- Any equipment, furniture, toys or baby items that need assembly must be assembled at the sale.
- **Toys or equipment that requires batteries should have them included. If you do not include the batteries, please make sure it works and state on the index card that batteries are not included and that the item has been tested and it works.**
- Toys with small parts need to be in a sealed bag and taped shut. The bag with extra parts needs to be securely taped to the toy and taped shut so that it does not get separated from the toy. We are not responsible for toys that have lost parts or become disassembled.
- **Make sure all items are taped or secured for theft purposes while maintaining visibility of barcode.**

Items that CANNOT be accepted:

- Clothing that are stained, torn, missing buttons or parts, and zippers not working.
- **Clothing that smells like smoke or has a musty smell. They will be rejected.**
- Stuffed animals
- Jewelry
- Toys that can be broken into small parts.
- Painted wooden or metal toys.
- Recalled or expired items. Car seats that have expired. Please check with www.cpsc.gov for recalled items. Car seats do have expiration dates and will be checked upon drop off. Any expired car seats will not be put out to be sold.
- Bumbos have to have the safety strap included with it.
- Drop side cribs cannot be sold.

We reserve the right to refuse any items we feel do not conform to the requirements of the sale. We also reserve the right to stop accepting items once the building capacity has been reached.

Tagging Service:

- We will be offering a tagging service. If you use it, the consignor will get 50% of what is sold and ACEC will get 50%. And there is also an administrative charge for this service of \$10.00 to be paid when you drop off your items to be tagged. This is separate from the \$10.00 registration fee. **All clothes must already be on hangers.** We will supply the barcodes, index cards, and safety pins.
- In order to use the tagging service, you would need to arrange to have your items brought to AC EC to be tagged no later than September 18th.
- If you decide to use this service, please contact Sharon Ottinger at 423-798-1060.

Drop off Procedures:

- The Monday drop off schedule has been changed. We will only be taking items on Monday till 4:00 pm. We did add some hours to the Saturday and Sunday drop off schedules.
- Have your \$10.00 registration fee and consignor agreement signed. You are exempt from the fee if you volunteer 4 hours.
- Please bring a self addressed stamped envelope (**business size envelope**) when you pay your registration fee and turn in the signed consignor agreement. This will be to mail your consignors check, tax letter and any new information we have concerning the sale.
- Clothing items will go through an inspection process before our volunteers will be putting them out on the racks. You are welcome to take non clothing items on back to their location or leave them for a volunteer to put out.
- Have items grouped by size and gender. Banding the grouped items together for drop off is not necessary. Quality checks will go much smoother if you would place various sizes alternately facing opposite directions.
- If you are donating items, please do not leave a tote. If you are picking your items up on Sunday, please leave 1 tote **with your consignor number on it**. Please **do not leave lids**.

Thank you for your participation in our sale. It is only with you that we make this a success. Please tell your friends about the sale. If you have any questions please contact Asbury Child Enrichment Center at 423.798.1060 or contact Sharon Ottinger at ottinger@asburyumonline.com

Dates to Remember:

Drop off Dates:

Items will be accepted at the Greene County Fairgrounds on 123 Fairgrounds Circle.

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| Saturday, Sept 28th, <u>by appointment only</u> | 12:00 pm - 7:00 pm |
| Sunday, Sept 29th, <u>by appointment only</u> | 12:00 pm - 7:00 pm |
| Monday, Sept 30th, <u>by appointment only</u> | 8:00 am - 4:00 pm |

Pre-sale Dates:

Tuesday, Oct 1st, 8:00am-10:00am (pre-sale for volunteers working the volunteer presale-NO GUESTS)

Tuesday, Oct 1st, 11:00am-2:00pm (for qualified volunteers only-NO GUESTS)

Tuesday, Oct 1st, 4:00pm-7:00pm (for all consignors **PLUS 1 guest) ***

* Remember to get your ticket for the consignor pre-sale.

Sale Dates:

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| Wednesday, Oct 2nd | 8:00 am - 6:00 pm |
| Thursday, Oct 3rd | 8:00 am - 6:00 pm |
| Friday, Oct 4th | 8:00 am - 6:00 pm (1/2 price day) |
| Saturday, Oct 5th | 8:00 am - 2:00 pm (1/2 price day) |

Pick Up Dates:

Unsold items must be picked up Sunday, Oct 6th between 4:00 pm and 6:00 pm. We will not call consignors to remind them to come and pick up their items. If items are not picked up by 6:00 pm, we will donate your items to charity including the tote